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MHC Organizations : WMHC

DJ Training Materials
Rules and Regulations 1970-1985, n.d.

Box 8 folder 1

WMHC
n.d.

Dear Fellow D.J.'s,

How many times have you gone looking for the Stone's "Hot Rocks", or the Doobie Brothers' "Minute by Minute" and found it missing? Yes folks they've been stolen, not borrowed, STOLEN. The only people you have to thank for these and other ~~xxxxxxxx~~ disappearances are your fellow D.J.'s and yourselves. People, you are screwing yourselves when you do this. Not only is it inconsiderate to the other D.J.'s but it is pretty damn immature and childish. Haven't you heard of the Honor Code? Not only does it apply to you academics but it also aplies to WMHC as well. STEALING records is a ~~xxxx~~ LEGAL offense, which can cause a bit of trouble for you if you are caught. WMHC is loosing record service partially because of STOLEN records and the Music Staff is about ready to throw in the towel if this keeps up. All those new records that WMHC has been receiving will disappear and you only have yourselves to blame. People, below is a list of missing and presumed STOLEN records. If you have any idea where any of them are please return them, no questions will be asked. TAKE PRIDE IN YOUR RADIO STATION, RETURN THE STOLEN RECORDS!

The Music Staff

Ben Sidran- Cat and the Hat	Jazz
Flora Purim- Carry On	Jazz
Doors- L.A. Woman	Rock
Kansas- Point of Know Return	Rock
Bonnie Raitt- Takin My Time	Rock
Jerry Rafferty- City to City	Rock
Jethro Tull- Bursting Out	Rock
Auracle- Auracle	Jazz
AirWave- ~~AXX~~ New Wave	Rock
Dean Friedman- Rocking Chair	Rock
Doobie ~~Bxxx~~ Brothers- Minute by Minute	Rock
Steve Forbert- Live on Arrival	Rock
Gary Bartz- Music is my Sanctuary	
George Benson- In Flight	Jazz
Brothers Johnson- Right on Time	Soul
Crusaders- Chain Reaction	Jazz
Marvin Gaye- Anthology	Soul
Donny Hathaway- Best of...	Soul
Heat Wave- Mind Blowing Decsions	Soul
Brick- Stoneheart	Soul
Isley Brothers- Take me to the Next Phase	Soul
Quincy Jones- Mellow Madness	Soul
Kool and the Gang- Love and Understanding	Soul
Jon Lucien- Song for my Lady	Soul
Manhattans- There's no Good in Goodbye	Soul
Bob Marley- Live	Rock
Bell and James- Only Make Believe	Soul
Bob James- Taxi	Jazz
Micheal Jackson- You Can't Win	Soul
Billy Preston- Billy Preston	Soul
Blue Oyster Cult- Live	Rock
Bob Seger- Live Bullets	Rock
McFadden and whitehead- ...	Soul
Smokey Robinson- Smokin'	Soul
Teena Marie- Wild and Peaceful	Soul
Wild Cherry- Don't Want too Long	Soul
Ren Woods- Everybody Get Up	Soul
Phyllis Hyman- Somewhere in My Lifetime	Soul
Santana- Inner Secrets	Rock
Melissa Manchester- Singin'	Rock
NRBQ- At Yankee Stadium	Rock
Hall and Oats- Along the Red ~~Xxxx~~ Ledge	Rock
Bruce Springsteen- Darkness on the Edge of Town	Rock
Laura Nyro- Nested	Rock

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STOLEN RECORDS CONTINUED

Slave- The Concept	Soul
Isaac Hays- Chocolate Chip	Soul
The Dirt Band- An American Dream	Rock
James Taylor- Mud Slide Slim	Rock
All the Ramones Albums	Rock
Moody Blues- Every good Boy Deserves a Favor	Rock
National Lampoon- That's Not Funny, That's Sick	Comedy
Kenny Loggins- Keep the Fire	Rock
Foxy- Get Off	Soul
Melissa Manchester- Melissa	Rock
B.W. Stevenson- My Maria	Rock
Bob Dylan- Greatest Hits, Vol. I	Rock
Isley Brothers- Forever Gold	Soul
Heatm Wave- Too Hot to Handle	Soul
Sergio Mendes- Home Cooking	Latin
Teresa Trull- The ways a Woman Can Be	Womens
Kenny Loggins- Celebrate Me Home	Rock
Commodores- Midnight Magic	Soul
Average White Band- Feel no Fret	Soul
Tata Vega- Try My Love	Soul
Curtis Mayfield- Do It All Night	Soul
Kleer- I Love to Dance	Soul
Jefferson Starship- Red Octopus	Rock
" " " Airplane- Surrealistic Pillow	Rock
Loggins and Messina- Full Sail	Rock
Ohio Players- Honey	Soul
The Specials-	Rock
Hot Rocks- the Stones	Rock
Little Feat- Time Takes A Hero	Rock

And Believe it or not People this list is incomplete!

WMHC WRITTEN EXAM FOR D.J. TRAINING

[ca. 1970s]

NAME_____ P.O._____ EXTENSION_____

ON EQUIPMENT

1. WHEN OPENING THE STATION, WHAT TWO PIECES OF EQUIPMENT NEED TO BE TURNED-ON?_____ AND_____.

2. NAME ONE PIECE OF EQUIPMENT THAT SHOULD NEVER BE TURNED-OFF._____.

3. NOW THAT WE ARE STEREO, CAN THE AUDITION CHANNEL BE USED?_____.

4. IN ORDER FOR A RECORD, CASSETTE, OR YOUR VOICE TO GO OVER THE AIR, WHERE SHOULD THE POT SWITCHES BE POSITIONED? LEFT, RIGHT, OR MIDDLE?_____

5. FOR THE REEL TO REEL MACHINE (TEAC), WHERE SHOULD THE POT SWITCHES BE WHEN PLAYING A STEREO TAPE? (YOU CAN DRAW A DIAGRAM, IF YOU LIKE.).

6. DOES ONE NEED TO PUSH BOTH BUTTONS, USE BOTH POT SWITCHES, AND TURN-UP BOTH POTS, TO PLAY A MONO REEL TO REEL TAPE OVER THE AIR?

7. YOU HAVE JUST RECEIVED A MESSAGE ON THE EMERGENCY BROADCAST SYSTEM MONITOR (IN THE STUDIO). NAME THREE THINGS YOU SHOULD DO.

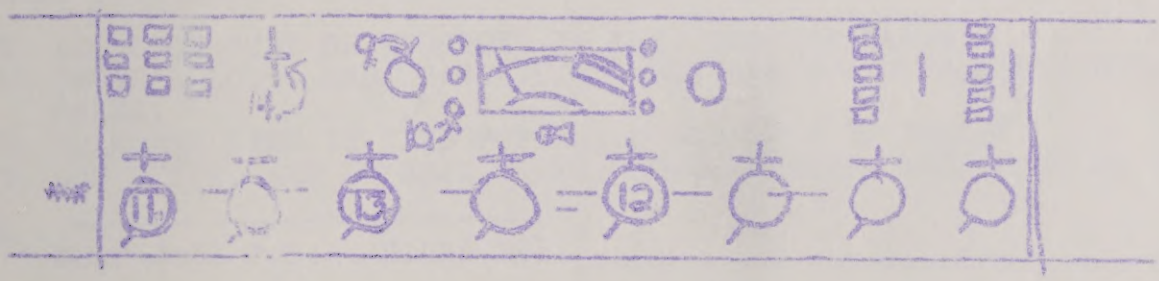
1._____

2._____

3._____

8. WHEN CLOSING THE STATION, WHAT POSITION DO YOU LEAVE THE TURNTABLE GEARS IN? _____. THE POTS? _____.

NAME EACH PART OF THE BOARD, AND WHAT IT CONTROLS.



9._____ 12._____

10._____ 13._____

11._____ 14._____

ON MUSIC

15. WHERE DO YOU KEEP A LIST OF WHAT YOU PLAY ON YOUR SHOW?_____

16. WHAT INFORMATION SHOULD BE INCLUDED ON THIS "LIST?" NAME AT LEAST 4 ITEMS.

17. WHAT DO THESE SYMBOLS STAND FOR?

* _____ R_____ M_____

ON BASICS

18. WHAT IS OUR LEGAL STATION IDENTIFICATION? _____.

19. WHEN MUST THE I.D. BE READ? HOW OFTEN? _____.

20. WHAT DOES F.C.C. STAND FOR? _____.

21. AS AN F.C.C. LICENSED STATION, WMHC SERVES THE P.I.C.A.N.. WHAT IS THE LATTER AN ABBREVIATION FOR? _____.

22. WHO HOLDS THE LICENSE TO WMHC? (WHO's NAME IS IT IN?) _____.

23. HOW MANY MINUTES BEFORE YOUR SHOW SHOULD YOU ARRIVE? _____.

24. IF YOU ACCIDENTALLY PLAY A SONG WITH OBSCENITIES IN IT, OR SOMEONE CALLS UP AND COMPLAINS ABOUT THE CONNOTATIONS OF A SONG YOU ARE PLAYING, WHAT MUST YOU DO, IMMEDIATELY ?

25. NAME THREE IMPORTANT RULES, OR REGULATIONS FROM THE WMHC STATION POLICY.

26. WHICH PERSON ON THE BOARD IS IN CHARGE OF APPROVING ALL FORMAL ANNOUNCEMENTS, AND P.S.A.'S? _____.

27. ALL D.J.'s LICENSES MUST BE KEPT IN THE STATION AT ALL TIMES. TRUE OR FALSE?

28. WHAT WOULD YOU DO IN THE FOLLOWING SITUATION: IT IS EXACTLY 7:00 P.M., AND YOUR SONG IS ONLY HALF WAY OVER.

29. FROM WHERE DO YOU GET THE STATON KEY? _____.

ON LOGS

30. ALL LOGS MUST BE RECORDED IN INK. TRUE OR FALSE?

31. PROGRAM LOGS, AND TRANSMITTER LOGS ARE NOT GOVERNMENT DOCUMENTS. TRUE OR FALSE?

32. STANDARD TIME IS USED FOR ALL LOGS. TRUE OR FALSE?

33. HOW OFTEN, AND AT WHAT TIMES, SHOULD TRANSMITTER LOGS BE TAKEN? _____.

34. WHAT DOES P.S.A. STAND FOR? _____.

35. WHAT PURPOSE DO PROGRAM LOGS SERVE? _____.

FILL-IN ALL NECESSARY ITEMS ON THIS PROGRAM LOG, AS YOU WOULD WHEN DOING A SHOW. THINK CAREFULLY!

Scheduled in & out	Initials	Actual time in / out	Program description	Special Instructions
10:00:00 - 10:00:03			I.D.	In:
10:00:03 - 10:03:00			News in Brief/ weather	
10:03:00 - 12:00:00			Music: Jazz	
10:20:00			PSA/Care #11	Out:

WMHC-FM RELEASE

I _____ state that I have read and understand the attached rules and regulations pertaining to the operation of WMHC-FM. In signing below I agree to abide by those rules. I understand that violation of one or more of those rules will result in my dismissal from the staff. I acknowledge a copy of this release will be kept on file, another I will keep.

_____ _____

(Signature) (Date)

(ca. 1970s)

[illegible]

have read and understand the attached rules and regulations pertaining to the operation of WHHC-FM. In signing below I agree to abide by those rules. I understand that violation of one or more of those rules will result in my dismissal from the staff. I acknowledge a copy of this release will be kept on file, another I will keep.

(Signature) (Date)

[ca. 1970s]

STATION POLICY

What follows are the rules and regulations pertaining to the operation of WMHC that must be adhered to by all members of the staff. Holding a position at WMHC is a privilege, and all staff members must demonstrate that they accept the responsibility of their positions by upholding the rules and regulations of the station. Violation of any of these rules will be grounds for suspension or dismissal from the staff.

1. All staff members must pay their SGA Activities fee.

2. All F.C.C. rules must be adhered to at all times.

3. The airwaves of WMHC will not be used for any unlawful purposes. There will be no airing of obscenities, blasphemy, or words depicting sexual or excretory activities. This applies to anything broadcast, including song lyrics, content of comedy records, and on-air comments.

4. All transmitter and program logs must be filled out in full when the station is on the air. They are to be filled out in blue or black ink only.

5. All persons signing the logs must have an F.C.C. license which will be kept on file in the station.

6. All Disc Jockeys will keep playlists which contain the title of each work played and the artist. This list is kept for each show, and should be placed in the appropriate needle drop.

7. There will be no smoking past the main double doors leading into the radio station area. There shall be no food or drink on the control board, and all garbage should be thrown out. There will be no smoking of marijuana or drinking of alcohol in the station.

8. All notices pertaining to station activities and operation will be posted on the bulletin board in the station. Staff members are held responsible for this information.

9. Staff members are required to attend all general meetings.

10. All equipment breakdowns should be reported to the Chief Engineer or the Station Manager immediately. No student is to attempt to repair any equipment or tamper with the wiring of the station. In case of the UPI, the News Director should be called.

11. Failure to show up for a scheduled show will result in dismissal. If a substitute cannot be found, you are required to be there.

12. Shows cannot be substituted with an alternate type of program without the program director's approval.

13. Staff members are not allowed to remove records or other station equipment ~~XXX~~ from the station ever.

14. During non-operational hours, all equipment should be turned off, and windows and doors must be locked.

15. The disc jockey is responsible for whomever is in the station with him or her. The d.j. must stay until the end of the show, and is ~~XXXX~~ responsible for what goes on in the station for the ~~XX~~ period during which she ~~X~~ or he has signed the logs.

16. All money and donations to the station are the property of the station.

SIGN-ON

GOOD MORNING. THIS IS WMHC COMMENCING BROADCASTING FOR ANOTHER DAY. WMHC OPERATES ON AN ASSIGNED FREQUENCY OF 91.5 MEGAHERTZ WITH AN Effective Radiated Power Output of 100 watts. ~~A POWER OUTPUT OF 10 WATTS~~. OUR STUDIOS ARE LOCATED IN MARY WOOLEY Student Center ~~HALL~~, MOUNT HOLYOKE COLLEGE, SOUTH HADLEY, MASSACHUSETTS. WMHC IS LICENSED TO THE TRUSTEES OF MOUNT HOLYOKE COLLEGE BY THE FCC IN WASHINGTON, D.C. THE STATION CAN BE CONTACTED BY CALLING 538-2044.

SIGN-OFF

THIS IS WMHC CONCLUDING BROADCASTING FOR ANOTHER DAY. WMHC OPERATES ON AN ASSIGNED FREQUENCY OF 91.5 MEGAHERTZ WITH A ~~POWER OUTPUT OF 10 WATTS~~. OUR STUDIOS ARE LOCATED IN MARY WOOLEY ~~HALL~~, MOUNT HOLYOKE COLLEGE, SOUTH HADLEY, MASSACHUSETTS. WMHC IS LICENSED TO THE TRUSTEES OF MOUNT HOLYOKE COLLEGE BY THE FCC IN WASHINGTON, D.C. ~~THE STATION CAN BE CONTACTED BY CALLING 538-2044.~~

THIS IS _____ ON BEHALF OF THE WMHC STAFF THANKING YOU FOR LISTENING. GOOD NIGHT.

Brian

B x 1 F 2

Evelyn King

Love Come Down

PLEASE NOTE-PART OF THIS DITTO MUST BE COMPLETED, SIGNED, AND RETURNED TO ANN MESSERSMITH, BOX 955 BY THURS. APR. 19th.

WMHC Staff Meeting:

1. 3 informal, informative workshops will be held this semester If you are planning on being a D.J. next year you must attend one of these. New FCC rules and regulations, station rules and policies, and the possible power increase will be discussed. The workshops will be given at the following times:
   7PM Mon Apr. 16th
   7PM Wed Apr. 18th
   3PM Fri Apr. 20th

2. 3 Practical workshops will be held this semester-if you are planning on being a D.J. next year you must attend one of these. WMHC equipment will be explained-both usage and some of the theory behind the equipment will be explained. The workshops will be given at the following times:
   3PM Sun Apr. 22nd
   7PM Mon Apr. 23rd
   7PM wed Apr. 25th

3. This semester anyone who is planning to be a D.J next year must:
   a. Take a written test covering the material presented in the above workshops.
   b. Take a practical board test.
   c. Sign up this semester-turn in the completed form at the bottom of this ditto. The number of hours that WMHC will be on the air will be determined by the # of people who sign up to be D.J's next year. The list of people who sign up will be kept and those people on the list will choose their slots acrording to the usual policy (thoses people who forget to sign up will pick after everyone else if there are any slots left-regardless of how many semesters they've worked for WMHC.
   d. Must have and Fcc 3rd class license or Restricted Telephone operators permit. If you don't already have an application for your restricted telephone operators permit(you should have already sent it in and gotten your permit back) you can get on at one of the workshops.

4. Station security was discussed. WMHC has been left unlocked, and unattended with the transmitter on-this is inexcuseable carelessness on the part of the WMHC staff which must stop!
   a. Thoses people who must open or close the station are being notified and should pick up the key at the college operator's offic on the way to their show and should return it on their way back.
   b. Do not call security to come and lock up the station-it is not their responsibility-it's yours.
   c. Don't call security and ask them to sign out the key for you and bring it over to the station-they won't do it!
   d. If the person who is supposed to come in after you doesn't show up and you have to leave-call security and explain the situation-and then they will probably come and lock the station for you (1st check and see if the monitor, who has a key, is upstairs in her office).

5. Record theft-this proposesa problem to the entire WMHC staff, because the records are there for everybody's use and the audiences listening pleasure. No one is allowed to borrow records at any time. Please don't let anyone borrow records while you are on the air. If the DXM D.J. in fmr front of you is leaving

with a stack of records, ask to go thru them; this is station policy and therefore it should not offend them.

6. More D.J.-director interaction is wanted and needed. The directors need help, and many D.J's want to be more involved with their station. Join a staff-administrative, music, news, programming, engineering, or business. To increase power we need more people working, assuming the responsibility and caring about WMHC. As it stands now the administration sees WMHC as a fairly irresponsible group (mostly because of security problems) - let's show them that that can change!
   a. A WMHC cookout is being planned so that the WMHC staff can get to know one another.
   b. Next year informal, but mandatory meetings will be held monthly, so that everyone will be aware ofall station activities.

7. The comment book should be used as a means of communication. Everyone is responsible for notices posted in this book, so please read it. If something is going on at WMHC and it is written in the comment book no one has any excuse not to know about it.

8. Also, a part of the bulletin board will be sectioned off for communication among the WMHC staff. Everyone is responsible for reading the part of the bulletin board. (It will be pointed out at the workshop) All official notices and communication between WMHC and the administration will be posted here. Be informed; know what, how and why YO radio station is doing what it is!

THINGS THAT I FORGOT TO MENTION:

The ascertainment of community problems (a community ascertainment is a survey done within the city to which the station is licensed-both community leaders and people picked at random must be asked what they think the community's problems are. WMHC must then compile the results and propose programs to help solve these problems) must be done this semester if we are to submit a license before the summer. (if we wait until the fall the chance of the FCC granting it are greatly decreased the longer we wait the worse our chances of increasing power get.) The community ascertainment should not be hard to doand if some people would get together and do it , it would be fun andget done quickly.

The other thing that I forgot to mention is that the block programming for next year will be discussed on Sun April 22nd at 6:30 PM at the WMHC station. Everyone is invited to attend-please come-the more input we have the better the program will be.

PLEASE ANSWER ALL QUESTIONS, SIGN AND RETURN TO ANN MESSERSMITH, BOX 95 BY THURS. APRIL 19th.

1. Are you interested in helping with the WMHC community ascertainment?

_____YES _____NO

2. Are you planning on being a D.J. for the fall semester 1975?

_____YES _____NO

If so what type of music do you prefer to play(this does not question that this is the type of slot you will get)?_____

3. Check the workshops that you are planning on attending? You must attend one of each. Each will last approx. 1½ hours.

Rules and Regulations

_____7PM Mon Apr. 16th

_____7PM Wed Apr. 18th

_____3Pm Fri. Apr. 20th

Practical-board workshops

_____3PM Sun Apr. 22nd

_____7PM MON Apr. 23rd

_____7PM Wed Apr. 25th

If anyone has a schedule conflict so that they are unable to attend one session of either type of workshop call Kim Enders.

Signature _____ ext._____

Paul Ryack

HOW TO USE THE ALL-NEW WMHC PROGRAM LOG

or: This is what we have to do to run 100 watts?

1. Don't panic, try not to get fed up, and be patient.

2. Whoever is at the controls (i.e., "on the board") is by definition the "operator." If you are doing a 2-person show, decide which one of you will be the official operator who will sign ON and OFF the program log, and be responsible for all entries made during that time period. This does NOT mean that the operator you designate is the only one who may talk on the air or spin records; it merely means that s/he is legally responsible for all air during that time slot.

3. Sign ON the log when you start your shift. Make sure that the operator you relieve has signed OFF the log and has brought it up to date before you let her/him leave; i.e., has put an ENDING time on the preceding show and has signed for all ID's.

4. Now note something else new: the column headed "Sched. Time." This tells you when each program is scheduled to start; you should follow this as closely as you can. But, being human, you may or may not actually start a show exactly on time. The ACTUAL TIME columns are for recording just that: the ACTUAL TIME you start your show, as well as the time you END it.

5. Note that legally, you have 6 shows in a three hour winter term shift: 3, 55 minute segments of your show, whatever you call it, and 3, 5 minute news shows. This means that you must "start" and "stop" your show for news 3 times, and give or add off times on the log accordingly. Sounds complicated, but this should be obvious if you look at the log and the "Sched. Time" column.

6. Fill in the TITLE of your show on the blank at each =:05 entry (after the news on the hour.) The source/type column is already done for you. If you are doing something other than an I/E show, change it accordingly (i.e., arts, religious)

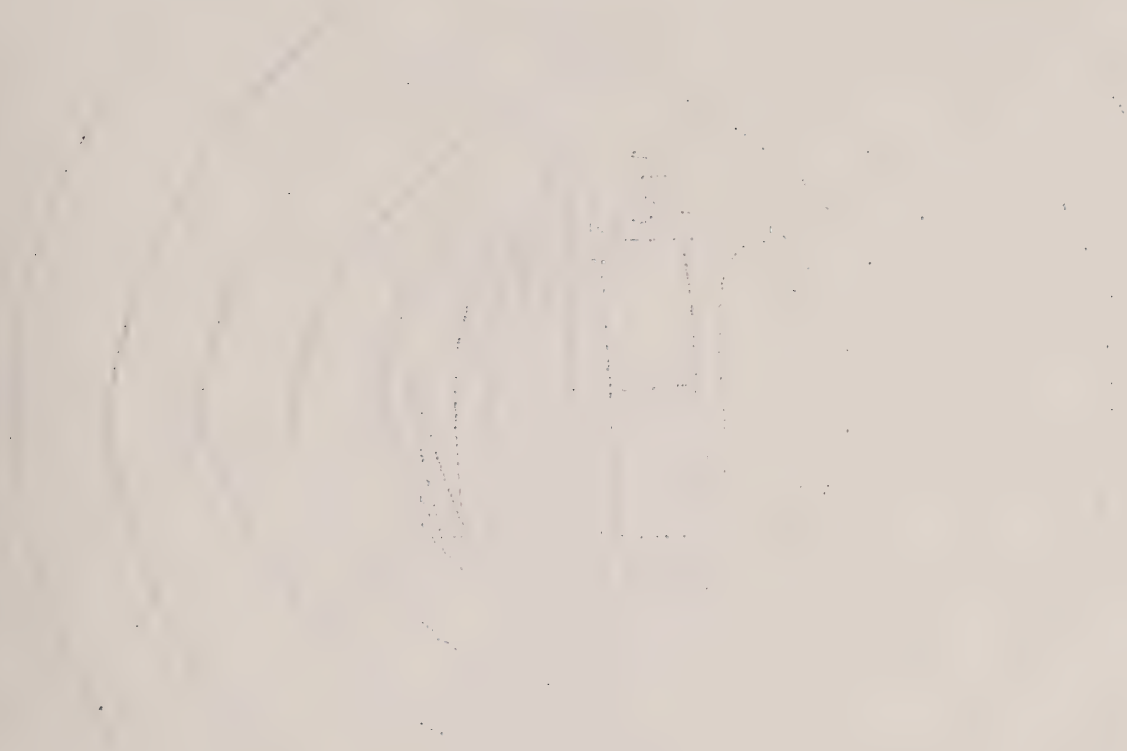
7. The a., b., etc., entries indented under each hourly block are for PSAs and CAs. Fill in the name (and number, if any) of the PSAs and CAs you read here. If you play a disc or tape PSA, note that fact. You need record only the START time of a PSA or CA.
   Ex: 3:45 b. Lab Theater
No source/type entry is needed for PSA or CA. See also #10. below.

8. For EACH LEGAL ID you do, enter the time and your initials in the appropriate right hand columns. Do other ID entries wherever. Remember to ID BETWEEN YOUR SHOW AND THE NEWS, and at least one other time during the hour, preferably on the half hour.

9. Assume that no "newsie" will show up to read news, and be prepared to do it yourself. Find the shortest "World in Brief" on the UPI ticker and read it; it will last about 4 minutes. Weather may also be found on the UPI.

10. If you find a PSA or CA title written in advance, FIND IT and CALL IT during the scheduled hour; otherwise you're on your own.

11. Remember to "sign off" the log when you turn the board over to the next operator. Good Luck!



All disc jockeys must possess a Federal Communications Commission Class Restricted Radio Telephone Operator Permit. An application for one can be obtained at the station. You will be asked to keep this on file at WMMC. If you don't have a permit, you can't sign the logs.

Airtime is allocated by the following procedure: All disc jockeys are airchecked by the Chief Announcer. The Chief Announcer, Program Director and Station Manager then rate the airchecks on a scale of 1 to 10 (10=best) based on knowledge in the use of the equipment, delivery, quality, voice quality and overall impression.

Disc jockeys may submit their own aircheck in addition to the Chief Announcer's aircheck. If it is good, it will help the disc jockey get a better time slot. All aircheck should be submitted to the program director.

Missing a show will result in suspension from airtime for three weeks. As a disc jockey, you have a responsibility to yourself, to your listeners, to the station to do your show or to make sure that a responsible substitute does your show. You are responsible for compiling a substitute list in the beginning of the semester. Disc jockeys who have missed shows will not be allowed to substitute.

You will now ask station for the logs of any week and we will be able to produce perfect logs in order to keep our license. We cannot stress the importance of following the procedure exactly as stated in this handbook for filling out the log sheets. Airtime priority is given to those disc jockeys who have consistently and correctly completed the logs. The sheets are checked daily.

Both the weather logs and program logs must be kept in ink. Sign your name, where necessary, and please do not use white-out.

All operators must sign the program log when going on and when going off. It is not enough to sign only once, followed by the time you went on/off duty. Two signatures are required.

All entries must be orderly and legible.

The legal station identification is "WMMC-South Mallet" and you must include these two phrases. This must be given at least once an hour. Usually you must interrupt a record. The station I.D. must be given on the hour, at least. Now, it is easier than ever to remember to do the "ID" on the recording itself. We have a card which contains the station tape noise for the hourly news. Use this card.

Also, check the monitor button is on "Auto" and not on "program".

There is no way of making sure disc jockeys do not take the station's albums for their personal use, so you only get what is there. The more variety of records that the station has, the longer it rotates and the more records we are able to obtain from companies. The station, mostly on volunteers, has not been financially stable, so please help us to become a better station by returning the station's albums safely to the station. Anyone caught stealing will be thrown out the air permanently and prosecuted.

Logs must be read each hour. The station is required to keep all logs for one year. Please use all available resources.

out and proofread the news and pick out the records that you plan playing during your show. As for reading the news, the D.J. on the air is the one who must read the news, not the D.J. going off.

5. Your show ends just exactly on the hour. If you are in the middle of a song then it is time for the news, read it over all the announcements. Therefore, proofread the news before you go on the air to read it.

6. Full coverage news should be approximately ten minutes long and will be read by a news staff person at 7:00 p.m. A copy of the news will be available to be picked up the following morning at 7:00 a.m. Sports should be approximately four minutes long and is to be read every hour, unless we learn that the home [illegible] (or sometimes more) should be read.

7. To obtain the weather, dial the recorded weather forecast (the number is posted beside the phone). Write the forecast down, date it, and leave it on the counter where it can be found easily. This should be done at 7:00 a.m., noon, and 4:00 p.m. daily. We also have a thermometer on the ledge of the window so you will know the temperature in the studio.

8. Put away all records at the end of your show and make sure the D.J. before you has also put away her records. All records should be put away in alphabetical order on their appropriate shelves, i.e. rock shelf, jazz shelf, classical shelf, soul shelf, women's music shelf, etc.

9. Each set should be about fifteen minutes long and flow themselves. Play at least five new and different cuts every hour. The playlist is [illegible] left out in the area of the board [illegible].

10. No food or drinks at the board or on the console.

11. No smoking in the radio station.

12. If the station is locked when you arrive for your show, [illegible] the key from the monitors office up at the top of the stairs in Student Union Hall or if that is not open, go to the college operator and get the key. The key must be returned at the end of the show and you are responsible for it and the security of your radio station in the case of an emergency and the D.J. following you cannot also sign out early and you must leave with the maximum, sign the key out from the monitor's office or security, lock the station and return the key immediately. The station must never be left open [illegible] anyone who does this will be immediately and permanently removed from the air. Also, if you are closing down the station, make sure the transmitter is off, not to mention the console board.

13. No people must be in the station after midnight.

14. The bulletin board outside the station will contain all important messages. You are responsible for all notices up there. Make it a business to read it at least once a week.

15. There will be at least two mandatory general meetings per semester so that the entire staff knows what is happening at [illegible].

16. The following are prohibited: use of obscene, indecent, or profane language; unauthorized disclosure of messages, unauthorized use of [illegible] or deceptive signals or communications, and transmission of unauthorized call signals.

If you ask for requests or for any types of phone calls, give the full seven digit phone number. It is not only helpful to those listeners who are off-campus, but it also sounds more professional.

No five-college student will be allowed to have his/her own show on WMHC. A WMHC D.J. may share her slot with a five-college student. However, the WMHC D.J. must be in the station at the time, sign the transmitter and program logs, and is responsible for the station.

Since SGA founds the station, only students who have paid their SGA fee may have a time slot on the radio.

The FCC can suspend the license of any operator who has: a). Violated any provision, ruling of any act, treaty, etc. which involves the U.S. and which is administered by the FCC.

[illegible] any radio equipment.

[illegible] transmitted false information.

[illegible] the wrong call letters for the station.

[illegible] an operator's license or who has helped someone obtain an operator license illegally or for illegal purposes.

Any station licensed by the FCC can be inspected by a FCC representative at any time at which the station is transmitting. The purpose of the inspection is to determine whether the station is operating within the guidelines of FCC regulations.

The station must be on the air at least 36 hours a week- five hours a day, at least five days a week, Monday - Friday.

If the EBS (Emergency Broadcast System) signal goes off, wait to hear the words "This is a test." Reset the system by pushing the reset button, then note on the log "EBS received", the time the signal was received, and the call letters WHYN. If it is a real emergency, [illegible] the station.

On the next page, there is a sample of one page of a program log. It has been filled in to show you how to complete one properly. Please look it over so that you will know how to fill it in properly. It is very important that these logs be filled in correctly. Otherwise, the FCC may not renew our license. Some points to note:

1).

2). If the "station time in" and "station time out" for anything else is scheduled to different from the scheduled time, the actual time in and out must be written down. For example, if a PSA is scheduled for 7:40:00, or is "7:40:00 in the middle of the break" and the break ends at 7:47:00, the "station time out" for the PSA is 7:47:00.

3). Write down the title of the PSA which you have played, ex. 7:40:00 PSA is the "Care" PSA.

4). In the Special Instructions column, note whether the PSA you have played is a tape (tape), a cart (cart), a reel-to-reel (r-r), or a disc(disc). If you have read the PSA over the air, write the identification letter/number for the PSA, ex. the "Care" PSA should be noted as MW P-1.

If you have played a disc, in addition to the identification letter/number, you should write on which side (A or B) and in which band the PSA is located. ex. the 8:40:00 PSA for the American Heart Association is noted as Disc R-16 D-2

type class disc disc
side band

on.

5). If the UPI News in Brief cannot be read because the machine is broken, etc., cross out the UPI World in Brief [illegible] and replace it with [illegible]. Instructions on how to do this are written by the machine.

6). DON'T FORGET: SIGN IN AND SIGN OUT!

WMHC-FM South Hadley MA 01075 - DAILY OPERATIONS LOG

Actual Time In and Out	Min.	Scheduled Time In	Out	Program Description			Instructions
		7:00:00	7:00:30	Sign On			Sign On Jane Jack
		7:00:30	7:01:00	UPI World In Brief	L	NS	
		7:02:00	8:00:00	Music: Soft Rock/Jazz	Rec	LE	
		7:30:30	7:30:30	PSA / CARE			AM PM
7:43:00		7:40:00	7:44:00	PSA / U.S. Peace Corps			AM PM
		8:00:00	8:00:10	ID			Cart
		8:00 (10)	8:03:00	UPI World In Brief	L	NS	
		8:03:00	8:05:00	Campus News	L	TA	Cart
		8:05:00	9:00:00	Music: Soft Rock/Jazz	Rec	LE	
		8:20:00	8:21:30	WMHC Ride board	L	PA	Read
		8:40:00	8:41:00	PSA / NEW DIABETES FOUND.			Dave Feb Bird
		9:00:00	9:00:10	ID			Cart
		~~9:00:10~~	~~9:03:00~~	~~UPI World In Brief~~	L	NS	
9:00:10		9:03:00	9:59:30	Music: Soft Rock/Jazz	Rec	LE	
		9:30:00	9:32:00	Earthwatch			PD
		9:32:00	9:32:10	PSA / MASS. Gov't - IRS			PM AM
		9:59:30	10:00:00	Sign Off			Sign Out Jane Jack
		16:00:00	16:00:30	Sign On			Sign In Diane Dice
		16:00:00	16:03:30	UPI World In Brief	L	NS	
		16:03:30	17:00:00	Music: Classical	Rec	LE	
16:24:00		16:00:00	16:25:00	PSA / United Negro College Fund			Cart
		16:40:00	16:40:30	PSA / MASS. TAX CREDIT			D.P.
		17:00:00	17:00:10	ID			Cart
17:05:00		17:00:10	17:03:00	UPI World In Brief	L	NS	
17:05:00		17:03:00	18:00:00	Music: Classical	Rec	LE	
		17:00:00	17:01:30	PSA / Peace Corps Check-Off			Cart
		17:40:00	17:41:00	PSA / MASS - Human Services			Cart
		18:00:10	18:03:40	UPI World In Brief	L	NS	

Dear Fellow D.J.s,

The Music Staff of WMHC handles correspondence with record companies, cataloguing and maintenance of the record library, and record promotions. We also issue a playlist every two weeks (sort of like a report card to the record companies) which you should make a point of reading. It is posted on the bulletin board outside the LC1 (main control room).

The following is the code we use to classify albums:

1=Jazz

5=Rock

13=Soul/Disco

14=Classical

77=Latin

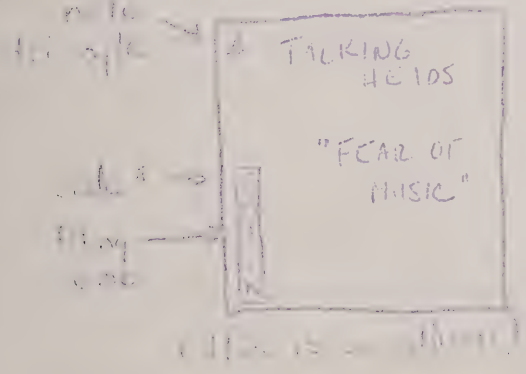
2=Traditional Folk

2c=Country

2w=Women's Music

An album is coded by these numbers, followed by the name under which the album should be filed. This can be found on a sticker in the lower left-hand corner of the album. If an album is not new (in which case it's filed in the special "new albums" shelf) it has a white sticker on the upper-left hard corner.

Ex.:



If you have a Rock or Jazz/Soul show, please try to play as many new albums as possible. By doing this, you help to improve our playlist

(thereby improving our relations with the record companies) as well as provide our listeners with a broader range of music. After all, college radio is supposed to be innovative and experimental--- so be adventurous and enjoy the new music!

When you write your song selections in the needle-drop notebook, please add the following notations in the left-hand column if and when it is applicable:

*=new song(very important)

R=request

M=my own album

Also, please try to write legibly in the needle-drop book! The Music Staff has to read through your list, and we don't have ESP.

When you pull an album to play on your show, please pull the next album out a few inches, so that you can refile quickly and accurately when your show is over. Once an album is out of alphabetical order, it must be assumed stolen, by the next person who looks for it.

One final word: DO NOT STEAL RECORDS!!! DO NOT EVER "BORROW" THEM!!!

If you are caught stealing records, you will be immediately and permanently thrown off the air, and legal charges will be pressed against you. If you absolutely cannot live without one of WHHC's albums, the Music Staff would be delighted to assist you in taping it.

Thanks for your support,

Your Friendly Music Directors.

P.S. - Don't forget - The legal I.D. (While - So. Hadley) must be said DO the hour, (at least!). Many D.J.s are forgetting! It's important that you remember.

Trivia Contest Rules

*1). Each question has one, and only one part to it.

*2). Each question is worth one point.

*3). Each dorm can try to answer a question as many times as they want, but only one correct answer will be accepted.

*4). Questions are made up in the KSHU studios on the evening of the trivia contest.

*5). A trivia contest is two (2) hours long. The dorm with the most points at the end of the two (2) hours is the winner.

*6). Answers to questions must be available in a printed source for verification.

MEMORANDUM 9-5-79
To: All WMHC Staff
From: Lisa Hebb, Program Director

WMHC is working on a power boost from ten to 100 watts. We will soon be a Class A station. As such, we will be required to pay serious attention to what we broadcast. We must become more professional and competent in what we say and what we do. Here are some guidelines everyone should follow to improve the quality of WMHC.

WHAT YOU PLAY

We want people to know that on WMHC they can hear the newest releases first--before they hear them anywhere else. So how you plan your sets is important. Sets should flow thematically. Ideally, a set should be about 15 minutes in length, and should contain (in any order):

--one new tune from a new artist

--one new tune from a popular artist

--a fairly recognizable "oldie but goodie," or something with flavor

Individual songs from artists' new releases should only be played once a day to give a wider range of exposure to the album. All other cuts should not be played more than once every three to seven days to prevent repetitiveness.

WHAT YOU SAY

Ideally, what you say and do between sets should be extemporaneous. The basics are what was just played, the time, the weather, your name, and the station name. Remember that you should sound like you are talking to one person out there--you should sound conversational, yet professional. Here are a few examples of what to say and do between sets:

1. Set ends -- announce set -- (your name) here till (time you leave). -- weather (simply pause, then say the weather. Announcing you are about to say the weather is not necessary.) -- PSA or CA (preferably a disc, reel to reel tape, or a cart) -- We're WMHC in South Hadley. Here's (group) doing a tune called _____. -- New set starts.

2. Set ends -- announce set -- We'll take care of a request for some (group) in a moment. -- PSA or CA (preferably a disc, reel to reel tape, or a cart) -- I'm (your name) on WMHC-FM. Here's (requested group). -- New set starts.

3. Set ends -- announce set -- This is WMHC on a (day of the week) (morning, afternoon, evening). (Your name) here. -- PSA, CA, Weather, or some interesting comment (see AWARENESS) -- New set starts.

4. Set ends -- announce set -- We're WMHC in South Hadley, 91.5 FM. I'm (your name) with music by (group). -- New set starts.

AWARENESS

As a person who knows how to operate the transmitter, the board, and the mikes, you have an enormous amount of power. It is important that you read newspapers, news magazines, music magazines, and album covers so that you are aware of what's going on.

TIMING

Timing is crucial to a professional station image. At exactly the time the scheduled broadcasts are scheduled they should be aired, even if it means fading down a song to do a scheduled news spot on the hour or whatever. D.J.'s should end their shows at exactly the scheduled time, and the next D.J. should start her show with the news as scheduled.

HOW TO END ON THE HOUR

Here's an example of one way to end on the hour:

Set ends (7:54:30) -- Announce set and talk till one minute is up (7:55:30) -- PSA (disc that is one minute in length) (7:56:30) While disc plays cue up a tune you know is 3:30 in length. Preferably it will have a rather long instrumental lead before the vocals. Keep the volume pot for the song all the way down. Turn on the mike. When PSA ends, turn on the turntable (volume is still down on the song) and say --

1. I'll have the news headlines for you at 8. Bringing us up to the hour here's (group). -- Fade up song.
2. (Next D.J.'s name) will be in at 8 with the news. Bringing us up to the hour here's (group). -- Fade up song.

-- Song ends. (8:00) -- Ticker tape noise.

FINALLY

We want you to have a good time being a D.J., but at the same time we expect you to take your commitment to the station seriously so that your experience at WMHC will benefit you, the college, and the community. Thank you for your cooperation.

Music Dept. Copy DO NOT Remove

WMHC

GUIDELINES

Fall 1981

Basics:

Attendance at September Conference
knows station rules
knows FCC rules (general knowledge)
follows program log and logs in properly

News:
Uses suggested introduction and conclusion (posted)
Pre-reads
Voice clarity
Pronunciation

DJ's: (on-air talent)
has license
can take accurate transmitter logs
knows board and pots
knows where to place records
can work reel-to-reel
can operate Cart machine
can use cassette machine
can cue
can mix well, good segue
follows Music Director's guidelines on new releases
arrives early for show

[Fall 1980?]

*** IMPORTANT INFORMATION *** PLEASE READ CAREFULLY AND KEEP.

WHHC is a primary station in the State Emergency Broadcast System (EBS) network. This means that in the event of a local or national emergency, we agree to broadcast special messages that could originate from the White House (if this happens, see ya later), the Massachusetts Civil Defense Authority, or most likely, the National Weather Service, for instance, if a severe weather warning is issued for our area. SINCE YOU ARE USUALLY ALONE IN THE STATION, IT IS ESSENTIAL THAT YOU KNOW THE EASY, STEP-BY-STEP E.B.S. ROUTINE.

E.B.S. is "activated" either by the local control station's broadcasting an alert tone, or over the UPI news wire. The control station for our area is WPCR-FM. (The back-up control is WHYN-FM.) Our E.B.S. monitor always silently listens to one of these stations. When they broadcast the alerting tones, the E.B.S. monitor, which is located under the left turntable, will turn on its loudspeaker. This occurs once a week, at random times during daylight hours for "Tests of the Emergency Broadcast System." When this happens, don't panic. Listen to what the announcer says. If he says, "This is a test," simply log the event as follows: "EBS test received, WHYN-FM, /date, time/, /your signature/" on the transmitter log. Then push the RESET button on the EBS monitor to silence it.

If the announcer says, "WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW," then you know we are dealing with the real thing.

Again, try not to panic. (Soon we will be installing our own tone generator so that we will conform to the regulations, but until we do, do this.) Listen carefully to the emergency announcement. Take notes. Check to see whether the same announcement has come over the UPI wire. Interrupt your record to put the announcement on the air yourself. OR - You can simply press button 9, wait for the monitor "EBS MON," fade the pot up and rebroadcast the EBS bulletin "live." Be sure to log all announcements.

EBS tests are also conducted occasionally by UPI. If you find one, SAVE THE COPY, putting it with the transmitter log, and also write on the transmitting log, "EBS test received, UPI, /date, time/, /signature/."

As soon as our new equipment is installed, these instructions will be modified somewhat, and we will start to broadcast our own "tests" which will occur weekly on random days during daylight hours. So stay tuned for our next exciting episode.

S. SELTZER
BOX 1496

*** IMPORTANT INFORMATION *** PLEASE READ CAREFULLY AND KEEP.

WHMC is a primary station in the State Emergency Broadcast System (EBS) network. This means that in the event of a local or national emergency, we agree to broadcast special messages that could originate from the White House (if this happens, see ya later), the Massachusetts Civil Defense Authority, or most likely, the National Weather Service, for instance, if a severe weather warning is issued for our area. SINCE YOU ARE USUALLY ALONE IN THE STATION, IT IS ESSENTIAL THAT YOU KNOW THE EASY, STEP-BY-STEP E.B.S. ROUTINE.

E.B.S. is "activated" either by the local control station's broadcasting an alert tone, or over the UPI news wire. The control station for our area is WFCR-FM. (The back-up control is WHYN-FM.) Our E.B.S. monitor always silently listens to one of these stations. When they broadcast the alerting tones, the E.B.S. monitor, which is located under the left turntable, will turn on its loudspeaker. This occurs once a week, at random times during daylight hours for "Tests of the Emergency Broadcast System." When this happens, don't panic. Listen to what the announcer says. If he says, "This is a test," simply log the event as follows: "EBS test received, [illegible] /date, time/, /your signature/" on the transmitter log. Then press the RESET button on the EBS monitor to silence it.

If the announcer says, "WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW," then you know we are dealing with the real thing.

Again, try not to panic. (Soon we will be installing our own tone generator so that we will conform to the regulations, but until we do, do this.) Listen carefully to the emergency announcement. Take notes. Check to see whether the same announcement has come over the UPI wire. Interrupt your record to put the announcement on the air yourself. OR - You can simply press button B, over pot 8, labeled "EBS NOW," fade the pot up and rebroadcast the EBS bulletin "live." Be sure to log all announcements.

EBS tests are also conducted occasionally by UPI. If you find one, SAVE THE COPY, putting it with the transmitter log, and also write in the transmitting log, "EBS test received, UPI, /date, time/,/signature/

As soon as our new equipment is installed, these instructions will be modified somewhat, and we will start to braodcast our own "tests" which will occur weekly on random days during daylight hours, so stay tuned for our next exciting episode.

DR. PAUL RYSCK
HEALTH CENTRE

EXAMINATION: _____

FALL 1982

all, relax and good luck! Secondly, there are some [illegible] are technical and are there because you should know them. Then, there are other questions to see your knowledge of station policy and are there to give us an indication as to where there are deficiencies which can be corrected later. Lastly, a passing grade is 85%.

1.a. WHICH IS A LOCAL STATION I.D. WMTC South Hadley

b. How OFTEN SHOULD IT BE READ?

2. WHAT IS P.I.O.A? (it's not a nut) and its purpose?

Pub Info Coord's

b. IF IS A P.S.A.?

3. These announcements come in many different forms- name 2.

???

LOGS:

All logs are to be recorded in ink. TRUE OR FALSE

Transmitter logs are taken: (CIRCLE ONE) EVERY: ②

2 hours , hour , half-hour

On transmitter logs, you sign your initials or full name?

According to the information given, fill in the sample transmitter log. Make up a time.

Type:	VOLTAGE	AMPS	LIGHTS	Signature
	27 < 12	?	> 6 < 7	

Fill in the sample program log as if it were your show with the information given.

Given: 1.Read P.S.A. #1 for Save the Children /1017.
2.Then didn't read P.S.A. #2 for Amherst College
3.Fill in your show name/title.
4.Didn't read P.S.A. #1 on scheduled time, fill it in

Scheduled Time	Actual Time	Program Description	Special Instructions
22:00:00 22:01:00		M.D. Name in Color/Weather PSA: P.S.A. #1 P.S.A. #2	

9. Assume it is 8:00 p.m. and you are in the middle of a song and it is time for the T.D. and News. What should you do? Do this

10. As a responsible D.J. you should be at the station 20 minutes before your show time. Why? Safety

11.a. Where do you get the weather forecast?

b. How often should you read the weather?

12. If you are opening the radio station:

a. Where do you get the key?

b. When do you return it?

c. What [illegible] do you turn on?

d. What is the last thing you read over the air before you begin your

You're doing just fine!

...and turned off all the lights and before closing the door you saw 3 lights under turntable #1 glowing. Would you turn them off?

(circle one) YES (NO) What are they? _____

6. Do you leave the pots in cue? Doesn't matter

How do you leave the gears on the turntables (Check One):

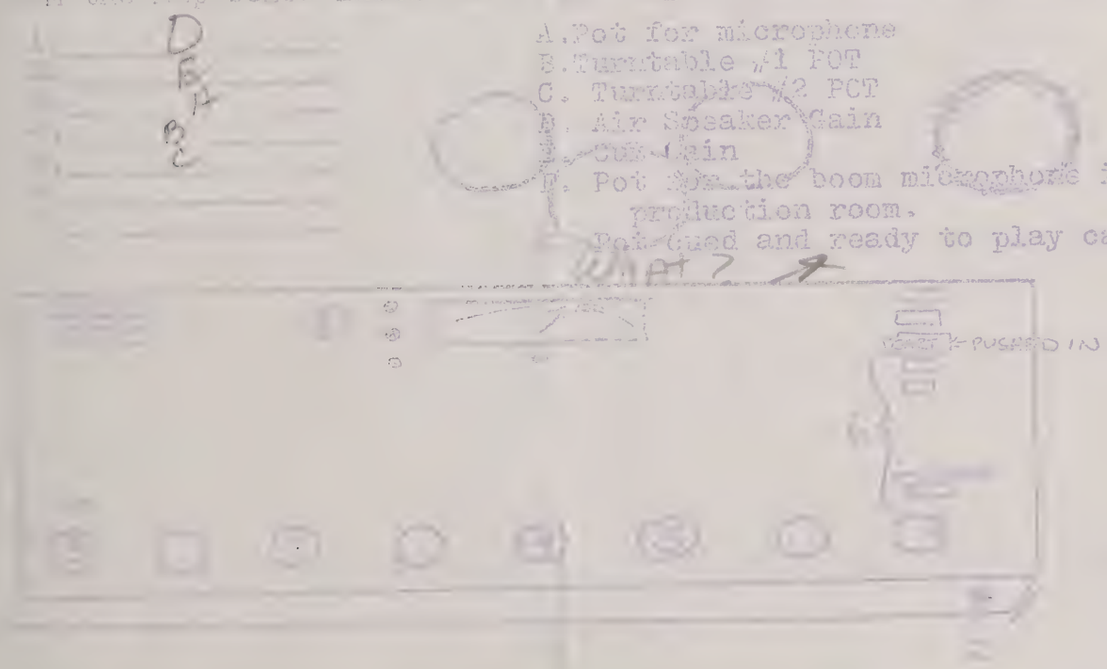
N

The button that controls the main speaker should be kept on
a) audition b) program c) air

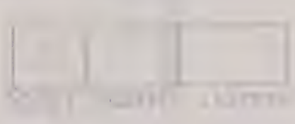
In order for a cart, a record, etc. to go out over the air the switch above the pot should be in (CIRCLE ONE):
a) Audition b) Mix c) Program

On the map below label the following numbers (see letters for help):

A. Pot for microphone
B. Turntable #1 POT
C. Turntable #2 POT
D. Air Speaker Gain
E. Cue Gain
F. Pot for the boom microphone in the production room.
Pot Cued and ready to play cart machine



An EMERGENCY BROADCASTING SYSTEM test has just gone off, which button do you push?



How do you prepare to announce and read the news? That is, what do you do and say before the news ?(Remember what time it is and what you said at that time) _____

The air speaker monitor is pushed on "air", your song is playing over the air, you are getting a reading on the Transmitter, BUT you are getting no reading on the console? What do you think is not working and what would you do?

Impossible Rod Meter

What is the meaning of having lights on the console? BAD

Where does each microphone plug into the station?

Where can you find all station notices? _____

What information do you put in a needle-drop book? _____

Fill out three sample cards for a needle-drop book:

1. _____ 2. _____ 3. _____

finished.... Yippee!

do you introdus the news?_____

do you conclude the News?_____

5. What's wrong with this rendition of the news? The D.J. reads:

"Professor McNamara just returned to South Hadley after an extensive journey to Siberia. Mr. McNamara was in Siberia studying the number of snow days and temperature in this region. No wonder he hasn't graded my paper. Prof. McNamara will be giving a lecture on His findings in Chapin Auditorium."

nk you for participating in WMHC's D.J. Training. The following is part of your exam but is for the improvement of D.J. Training.

omments about the Exam (Fair, Difficult, etc.)

omments about training:

What did you like best:

What was not beneficial:

What did you NOT like:

How was the length of training:

tional comments about training or about WMHC in general?

y so much . Exams will be returned in your P.O. and sign an "On-Air Audition" will be after Friday Dec.3 for a 15 minute

NAME: _____ EXTENSION: _____ P.O.: _____

WMHC RULES AND REGULATIONS EXAM FALL 1982

First of all, relax and good luck! Secondly, there are some questions that are learned and are from memory you should know them; then, there are other questions to see your knowledge of station policy and are there to give us an indication as to where there are deficiencies which can be corrected later. ~~REMEMBER~~ Lastly, a passing grade is 70%.

1.a. WHAT GOES A LEGAL STATION I.D. _____

b. HOW OFTEN SHOULD IT BE READ? _____

c. WHAT IS P.I.C.AN (it's not a nut) and its purpose?

_____

d. WHAT IS A P.S.A.? _____

e. These announcements come in many different forms- name 2:

_____

IN LOGS:

1. All logs are to be recorded in ink. TRUE OR FALSE _____

2. Transmitter logs are taken: (CIRCLE ONE) EVERY: @

2 hours , hour , half-hour

3. On Transmitter logs, you sign your initials or full name? _____

4. Assuming we are [illegible] Fill in the [illegible] transmitter log [illegible]

[illegible] [illegible] [illegible] [illegible] [illegible]

5. Fill in the sample program log as if it were your show with the information given.

Given: 1.Read P.S.A. #1 for Save the Children #10:7.
2.You didn't read P.S.A. #2 for Amherst College
3.Fill in your show name/title.
4.Didn't read P.S.A. #1 on scheduled time, fill it in correctly.

[illegible]	[illegible]	Actual Time In & Out	Program Description	Special Instructions
			I.D.	IN:
			News in Brief/Weather	
			JAZZ: _____	
2:00:00-22:01:00			P.S.A.#1/ P.S.A.#2/Amherst Co.	
				OUT:

IN CASE OF [illegible]

9. Assume it is 8:00 p.m. and you are in the middle of a song and it is time for the I.D. and News, What should you do? _____

10. [illegible] you should be at the station 30 minutes before your show time. Why? _____

11.a. Where do you get the weather forecast? _____

b. How often should you read the weather? _____

12. If you are opening the radio station:

a. Where do you get the key? _____

b. When do you return it? _____

c. What 2 pieces of equipment do you turn on? _____

d. [illegible] you [illegible] read over the air before you begin your [illegible]

So far so GooD? You're doing just fine!

13. If you were closing the station:

a. and turned off all the lights and before closing the door you saw 3 lights under turntable #1 glowing. Would you turn them off?

(Circle one) YES NO What are they?_____

b. Do you leave the pots in cue?_____

c. How do you leave the gears on the turntables (Check One):

(CIRCLE ONE):

The monitor button that controls the main speaker should be kept on
(CIRCLE ONE) a) audition b) program c) air

In order for a cart, a record, etc, to go out over the air the switch above the pot should be in (CIRCLE ONE):
a) Audition b) Mix c) Program

From the map below label the following numbers (see letters for help):

1._____

A. Pot for microphone
B. Turntable #1 POT
C. Turntable #2 POT
D. Air Speaker Gain
E. Cue Gain
F. Pot for the boom microphone in the production room.
G. Re-cued and ready to play cart machine

If the air monitor is turned on "air", your song is playing over the air, you are getting a reading on the Transmitter, BUT you are not getting a meter reading on the console? What do you think is not in position? What should you do?_____

a. Why is no drinking or smoking allowed at the console?_____
b. Why does one not allow anyone past the double doors into the station?

Where can you find all station notices?_____

What information do you put in a needle-drop book?_____

What are these symbols used for in a needle-drop book?

You are almost finished.... Yippee!

..How do you introdue the news?_____

.How do you conclude the News?_____

What's wrong with this rendition of the news? The D.J. reads:

"Professor McNamara just returned to South Hadley after an [illegible] McNamara was in Siberia studying the number of snow days and temperature in this region. No wonder he hasn't graded my paper. Prof. McNamara will be giving a lecture on His findings in Chapin Auditorium."

[illegible] our exam but is for the improvement of D.J. Training.

[illegible] about the Exam (Fair, Difficult, etc.)

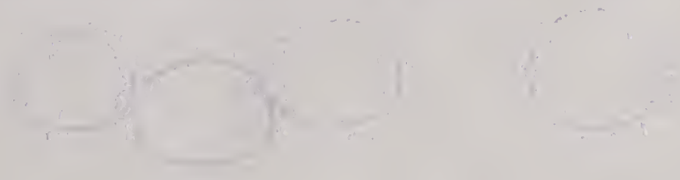
[illegible] did you like best:

[illegible]t was not beneficial:

[illegible]at did you NOT like:

[illegible] was the length of training:

[illegible]ti[illegible]al comments about training or about WMHC in general?



[illegible] will be [illegible] and also [illegible] after Friday Dec. 3 for a 15 minute [illegible]

To: All Staff

From: Eve Kuntzin

Re: Rules and Regulations

Attached you will find a release form and a copy of the basic rules and regulations governing the operation of WMHC-FM. Each staff member will be asked to sign a release form. You may keep a copy for yourself, and I will keep one on file. This list of rules and regulations is compiled from the official WMHC-FM handbook. If you would like to read the handbook in its entirety, you may obtain a copy of it from me.

With all the new equipment at WMHC, and the increased amount of publicity we are getting, it's time to really pull in the reins and tighten control over our operation. These rules and regulations will be strictly adhered to. But with the cooperation of all of you, there should be no reason to ever have to taken any action.

I look forward to a very exciting semester as we try to continue to improve and expand on [illegible] quality and performance.

Eve

STATION POLICY

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1. The airwaves of WMHC-FM will not be used for any unlawful purposes. There will be no airing of blasphemy, obscenities, double entendres, or suggestive material on WMHC-FM. There will be no airing of material which when taken as a whole, would be offensive to the average member of the community. There will be no airing of words depicting sexual or excretory activities. This policy applies to ANYTHING broadcast on WMHC-FM, including lyrics of songs, content of comedy records, and off-hand remarks.

2. All F.C.C. rules must be adhered to at all times by all members of WMHC-FM staff and management. All transmitter logs must be maintained when station is on the air and must be filled out in blue or black ink only. There will be no smoking of marijuana, drinking of alcoholic beverages or use of any other illegal drugs in or around the radio station area.

3. All persons signing the transmitter logs must have an F.C.C. operator radio license. This license will be kept in the Main Studio.

4. There shall be no smoking past the main double doors leading into the radio station area. There shall be no food or drink on the control board in the main studio or in the production studio.

5. The airwaves of WMHC-FM shall not be used to promote the personal interest of any member of the WMHC-FM staff. There shall be no promotion of any business interest which employs a member of the WMHC-FM staff.

6. No staff member may receive any remuneration fro promotion of records. All money and donations given to the station for underwriting become the property of the station.

7. A disc jockey doing a party with WMHC's equipment or name for promotion must have the consent of the board of directors. If the individual is personally receiving a fee for her services, 25% of their payment is to be given to WMHC.

8. All announcers shall keep playlists which contain information about each work played, including artist's name and title of work, in the needle-drop books provided by the music directors. In addition, announcers shall keep program logs of all activities done on the air.

9. All official notices concerning the operation of WMHC-FM shall be posted on the bulletin board located in the station. All staff members are responsible for reading all notices posted on the board.

STATION POLICY CONTINUED

10. All equipment breakdowns are to be reported immediately to the engineering staff or the station manager. No student is to attempt to repair any equipment or to tamper with any of the wiring in the station.

11. Any WMHC-FM staff or management member will be dismissed from the station for missing a show. If a substitute can not be found you are required to be there.

12. Radio shows are to end exactly on the hour (unless otherwise noted in the program schedule) and can not be subetituted with an alternative type of show (unless changed by the programming director).

13. WMHC-FM staff members are required to attend all general staff meetings and must attend a atleast 2 of the 4 coffee hours during the semester. Tuesday, October 12th
Thursday, November 9th
Monday, December 6th

14. Staff members are not allowed to remove records or any other WMHC-FM property from the radio station.

15. No staff member shall leave windows unlocked and station equipment turned on when noone is in the radio station.

16. The disc jockey is responsible for whomever is in the station with him/her. The d.j. must stay until the end of her/him show (and is responsible) because she/he signed the logs.

1/82/83

To: All Staff

From: Eve Epstein '83

Re: Rules and Regulations

Attached you will find a release form and a copy of the basic rules and regulations governing the operation of WMHC-FM. Each staff member will be asked to sign a release form. You may keep a copy for yourself, and I will keep one on file. This list of rules and regulations is compiled from the official WMHC-FM handbook. If you would like to read the handbook in its entirety, you may obtain a copy of it from me.

With all the new equipment at WMHC, and the increased amount of publicity we are getting, it's time to really pull in the reins and tighten control over our operation. These rules and regulations will be strictly adhered to, but with the cooperation of all of you, there should be no reason to ever have to take any action.

I look forward to a very exciting semester as we try to continue to improve and expand on WMHC's outstanding quality and performance.

Eve

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WMHC-FM RELEASE

I Sallie Seltzer state that I have read and understand the attached rules and regulations pertaining to the operation of WMHC-FM. In signing below I agree to abide by those rules. I understand that violation of one or more of those rules will result in my dismissal from the staff. I acknowledge a copy of this release will be kept on file, another I will keep.

Sallie Seltzer
(Signature)

9/15/82
(Date)

WBRC D.J. TRAINING/ WRITTEN EXAM SPRING 1983

NAME_____ STATION_____

RELAX, TAKE YOUR TIME, AND GOOD LUCK!

1. WHEN YOU ARE OPENING THE STATION, WHAT 2 PIECES OF EQUIPMENT NEED TO BE TURNED ON? _____ AND _____

2. NAME ONE PIECE OF EQUIPMENT THAT SHOULD NEVER BE TURNED OFF _____

3. THE SWITCHES ABOVE THE TURNTABLE POTS MUST BE IN THE _____ POSITION IN ORDER FOR RECORDS TO GO OVER THE AIR.

4. WHAT CAN ONE USE "AUDITION" FOR? _____

5. THE CONSOLE IS ON, SO IS THE TRANSMITTER. THE SWITCH ABOVE THE MAIN STUDIOMIKE POT IS IN PROGRAM, AND THE POT IS TURNED UP, BUT, AS YOU SPEAK (ASSUMING YOUR VOICE IS LOUD ENOUGH) NOTHING IS REGISTERED ON THE VU METER.

   a) MANY THINGS COULD BE WRONG. NAME ONE!

   b) IS IT POSSIBLE THAT YOU COULD BE GOING OVER THE AIR? WHY OR WHY NOT?

   c) WHAT SHOULD YOU DO IN THIS TYPE OF SITUATION?

   d) WHAT SHOULD YOU NOT DO IN THIS SITUATION?

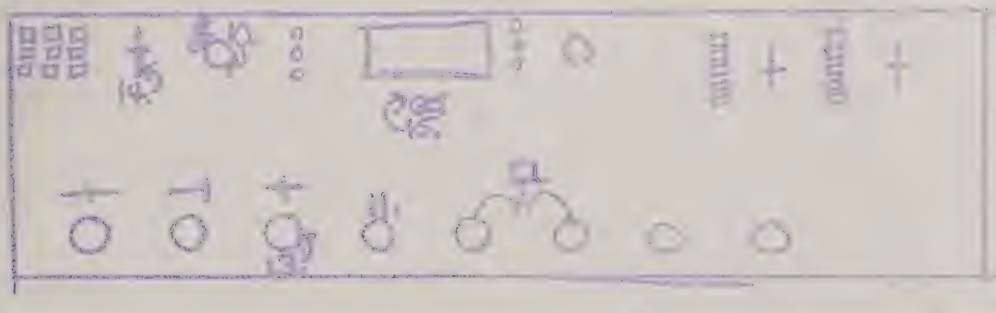
6. YOU HAVE JUST RECEIVED AN EMERGENCY BROADCAST SYSTEM [illegible] NAME 3 THINGS YOU MUST DO.
   1. _____
   2. _____
   3. _____

7. IN ORDER TO HEAR WHAT IS ACTUALLY GOING OVER THE AIR, ONE MUST PUSH THE _____ BUTTON (BESIDE THE KEYS) PRESSED IN AT ALL TIMES.

8. HOW MANY HEADS DOES THE TEAC MACHINE IN THE MAIN STUDIO, HAVE? [illegible]

9. IS IT NECESSARY TO USE BOTH CHANNELS OF THE TEAC FOR RECORDING THAT IS BROADCASTING OVER, THE AIR? WHY OR WHY NOT?

Name what each part controls:



10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

16. WHEN YOU ARE CLOSING THE STATION, IN WHAT POSITION DO YOU LEAVE THE TURNTABLE GEARS?_____, THE POTS?_____.

On Discs

17. WHERE DO YOU KEEP A RECORD OF WHAT IS PLAYED ON YOUR SHOW?_____

18. EXACTLY WHAT INFORMATION SHOULD BE WRITTEN DOWN? NAME AT LEAST 4 things.

19. WHAT DO THESE SYMBOLS STAND FOR ?

*_____, R_____, m_____.

Basics

20. WHAT IS OUR LEGAL STATION IDENTIFICATION?_____

21. WHEN MUST THE I.D. BE READ? HOW OFTEN?_____

22. HOW MANY MINUTES SHOULD YOU ARRIVE BEFORE YOUR SHOW?

23. WHAT IS A P.S.A.?_____

24. P.S.A.'s COME IN MANY DIFFERENT FORMS IN WHICH TO BE AIRED. NAME 2 OF THESE FORMS._____ OR_____

25. AS AN F.C.C. LICENSED STATION, WMHC SERVES THE P.I.C.A.N.. WHAT DO THE LETTERS STAND FOR?

On Logs

26. ALL LOGS MUST BE RECORDED IN INK. THIS STATEMENT IS TRUE OR FALSE?

27. HOW OFTEN, AND AT WHAT TIME, SHOULD TRANSMITTER LOGS BE TAKEN?

28. IS STANDARD TIME USED ON LOGS? IF NO, WHAT FORM IS USED?

29. HOW MANY METERS ARE ON THE TRANSMITTER BOX? WHICH ONE SHOWS THE NUMBER OF WATTS WE ARE USING? LEFT, MIDDLE, OR RIGHT?

30. FILL IN ALL NECESSARY ITEMS ON THIS PROGRAM LOG. THINK CAREFULLY!

Scheduled time in & out	Init.	Actual time in & out	Program description	Special Instructions
10:00:00- 10:00:00 10:20:00-			I.D. News in Brief/ weather Music:_____ PSA/ Peace Corps	In: Out:

On News:

31. WHICH TAKES PRECEDENCE : NEWS OR REGULAR PROGRAMMING?

32. [illegible] TELL WHAT YOU WOULD DO IN THE FOLLOWING SITUATION.....
ASSUME IT'S 8:00 PM, AND YOUR SONG IS ONLY HALF OVER.

33. WHOW DO YOU OPEN A WMHC NEWSCAST?

34. HOW DO YOU CONCLUDE A WMHC NEWSCAST?

35. WHAT IS WRONG WITH THIS PASSAGE OF NEWS: THE PERSON READS:
" PRESIDENT SMITH JUST ARRIVED BACK FROM A CRUISE AROUND THE WORLD. SO, THAT'S WHERE OUR TUITION IS GOING. HE REPORT ON HIS VISITATIONS, TO DIFFERENT COLLEGES OF THE WORLD, LATER THIS WEEK.

Rules & Regulations

36. NAME 3 (MATERIAL THINGS WHICH ARE NOT PERMITTED BEYOND THE DOUBLE DOORS OF WMHC.

37. ALL D.J.'S LICENSES MUST BE KEPT IN THE STATION AT ALL TIMES.
TRUE OR FALSE?

38. YOU CAN PLAY ANYTHING OVER THE AIR AT WMHC. TRUE OR FALSE?

EXTRA CREDIT - - - A GIFT!
NAME 2 DIFFERENT TYPES OF TAPE MACHINE.

Thankyou for participating in D.J. Training at WMHC. Please help to improve the training course by answering the questions below.

a) What did you think of the exam? (fair, difficult, etc.)

b) What did you think of training?

What did you like best?
What did you like least?
How was the lenght of training?

I will post all the answers on wednesday, (outside the station). You will recieve your exams back at on-air auditions. On-air auditions will take place during the week of April 10th. You can each sign up for one 15-minute slot beginning Friday, April 8th, on the Station board.

Have your D.J. sign your attendance sheet — I will collect them at auditions. Goodluck!

Thank again!

Kellie

WCHC CLEARANCE PROCEDURE OUTLINE

The WCHC staff is composed of four primary departments. This training class/radio workshop will provide a common starting point for the clearance procedure of all departments. The outline below is a listing and brief explanation of the various steps involved; a complete and detailed presentation will be given during the first few meetings.

WCHC is a 100 watt FM non-commercial educational radio station and its staff and programming are open to the contributions of anyone with an interest in learning about the medium, or communicating through it. This workshop is a vehicle for you to use to accomplish your individual goals and it provides the station with a way to insure continuity and quality of operation.

The sequence of steps is as follows:

I. Station Manager - announcing basics, microphone technique.

II. Program Director - introduction to main studio and its equipment; technical basics.

III. Department Clearance - the 4 primary departments are: Music, News, Traffic, and Technical.

Each department will introduce its function in station operation and explain what is expected of you by that department.

The technical department will have already been cleared in step 2.

IV. Intern Clearance - each trainee will be assigned to a current on-air disc jockey.

V. Code of Professional Conduct - once you have had an introduction to the basics of being a disc jockey, this will be a meeting to synthesize all that you have learned and teach you how to put everything together to produce a quality show. The purpose of this meeting is to provide you an opportunity to have any last questions about overall station policy or operation answered.

VI. On-air Studio Clearance - familiarity with all aspects of AIR studio equipment must be demonstrated to the Program Director, or Station Manager.

VII. Exam Clearance - a comprehensive exam on station policy, department techniques, and code of conduct for station disc jockeys.

May I express my hopes that you will enjoy working at WCHC and that you will not hesitate to let me know if I can be of service. Please remember that I have other duties that will take me in and out of the station during the day. If you call, please leave a message. I will get back to you. Really!

Eve Epstein, Station Manager

DATE

y. October 26

November 1

November 8

November 15

ovember 22

ovember 29-

November 30-

TO: ALL STAFF

FROM: MARY FRANCES ROETHEL, STATION MANAGER (Cl. of 1984)

RE: RULES AND REGULATIONS

Attached you will find a release form and a copy of the rules and regulations governing the operation of WMUC-FM. Each staff member will be asked to sign a release form; one copy will be kept on file, the other you will keep. These rules and regulations will be strictly adhered to, but with your cooperation, there should be no problems.

I look forward to a great semester as we continue to improve and expand. We have a bigger staff than any in recent memory, and with our increased power, we should be able to reach more people than ever.

-Mary

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1. The airwaves of WMHC will not be used for any unlawful purposes. There will be no airing of blasphemy, obscenities, double entendres, or suggestive material on WMHC. There will be no airing of material which, when taken as a whole, would be offensive to the average member of the community. There will be no airing of words depicting sexual or excretory activities. This applies to ANYTHING broadcast, including song lyrics, content of comedy ø records, and on-air comments.

2. All F.C.C. rules must be adhered to at all times.

3. All transmitter and program logs must be completed in full when the station is on the air. They are to be filled out in blue or black ink only.

4. All persons signing the logs must have an F.C.C. license which will be kept on file in the station.

5. There will be no smoking past the main double doors leading into the radio station area. There shall be no food or drink on the control board in the main studio or production room. There will be no smoking of marijuana, drinking of alcoholic beverages, or use of any other illegal drugs in or around the station at any time.

6. The airwaves of WMHC shall not be used to promote the personal interest of any member of the WMHC staff. There shall be no promotion of any business interest which employs a member of the WMHC staff.

7. No staff member may receive any remuneration for promotion of records; All money and donations to the station become the property of the station.

8. All disc jockeys shall keep playlists which contain the title of each song played and artist's name, in the needle drop books.

9. All official notices pertaining to station operation will be posted onthe bulletin board inthe station; All staff members will be held responsible for this information.

STATION POLICY (CONTINUED)

10. All equipment breakdowns are to be reported immediately to the engineering staff or the station manager. No student is to attempt to repair any equipment or tamper with any of the wiring in the station. In the case of the UPI machine, the news director should be called.

11. Failure to show up for a scheduled show will result in dismissal. If a substitute can not be found, you are required to be there.

12. Shows cannot be substituted with an alternate type of show from that scheduled without prior permission from the program director.

13. Staff members are not allowed to remove records or any other station property from the station.

14. No staff member will leave windows or doors unlocked during non-operational hours, and upon ~~of~~ completion of programming, the transmitter must be turned off.

15. ~~St~~ Staff members are required to attend alll general meetings.

16. The disc jockey is responsible for whoever is in the station with him or her. the disc jockey must stay until the end of the showand is responsible for the station because she/he signed the logs.

17. All staff members must pay their SGA activities ~~fee~~ - fee.

140

WMHC-FM RELEASE

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_____ _____

SIGNATURE DATE

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_____ _____

SIGNATURE DATE

TO: ALL STAFF

FROM: MARY FRANCES ROETHEL, STATION MANAGER

RE: RULES AND REGULATIONS

Attached you will find a release form and a copy of the rules and regulations governing the operation of WWHC-FM. Each staff member will be asked to sign a release form; one copy will be kept on file, the other you will keep. These rules and regulations will be strictly adhered to, but with your cooperation, there should be no problems.

I look forward to a great semester as we continue to improve and expand. We have a bigger staff than any in recent memory and with our increased power we should be able to reach more people than ever.

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7. No staff member may receive any remuneration for promotional records. All money and donations to the station become the property of the station.

8. All disc jockeys shall keep playlists which contain the title of each work played and artist's name in the needle drop books.

9. All articles written pertaining to [illegible] be posted on the bulletin board [illegible] members will be held [illegible]

STATION POLICY (CONTINUED)

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_____ _____

SIGNATURE DATE

Monday	Tuesday	Wednesday	Thursday
7-9	R	O	C
9-11	R	O	C
11-1	BLACK CONTEMPORARY		
1-3	BLACK CONTEMPORARY		
3-5	CLASSICAL		
5-7	JAZZ		
7-9	R	O	C
9-11	R	O	C
11-1	ALTERNATIVE		MUSIC
1-3	MELLOW		MUSIC
3-5	MELLOW		MUSIC
5-7	CLASSICAL		

WMHC board as of 1/10/85

INPUTS

(1) A console mic → NOTE: Mono mic comes into board on 1, 2, 3 of the stereo terminal board. The other side of the strip 4, 5, 6 provide for external processing and as return. This is unbalanced, line level 4: send 5: return 6: ground. This also requires cutting a jumper on mic board

B console mic remote

(2) A production mic

B

(3) A stereo cart (future)

B mono cart (phone delay)

(4) A cassette

B main studio Tele RR

(5) A TT 1

B

(6) A TT 2

B

(7) A Production Board

B Production Tele RR

(8) A_1 EBS monitor

A_2 EBS tone generator

A_3 Phone (live by switch)

A_4 Chopin booth

} RIGHT AUX BUTTONS

B

AIR MONITOR INPUT - ~~also~~ air monitor (mono) - also feeds Wilbur

OUTPUTS

PROGRAM OUT: LIMITER

AUDITION OUT: 1 cassette

2 main studio Tele RR

3 Production Tele RR 1-3

4 Mono-Cart (phone delay)

} LEFT AUX BUTTONS

MONITOR (REAR) OUT (UNBAL): Cassette ☆ ← separate RCA plugs at cassette.

HEADPHONES: An additional cable for headset ~~to~~ now goes to the news room for talk back over AUD and for on the air monitoring by newsperson

MONITOR: to stereo speakers in main studio

CUE to external cue speaker on rt. wall

SECTION I
INTRODUCTION

1.1 DESCRIPTION

The UREI 1650 and 1680 Series Stereo Broadcast Consoles are an all-new line of six on-the-air boards with the features most requested by engineers and consultants and with full UREI quality, yet priced within the budget of the small-market station.

These consoles offer a choice of five or eight mixers and a choice of attenuator types as well. There is ample provision for customization to fit individual station requirements, but no accessories are required to put them on the air -- each board is ready to operate as supplied from the factory.

The Series 1650 and 1680 Consoles have unusually high output capability: +24 dBm into 600 ohm loads, so that today's dynamic program material can be safely handled without clipping. A peak overload indicator LED is located between the VU meters, and its threshold can be internally adjusted to alert the operator that a downstream device, such as an STL, may be clipping.

These consoles are also unusually quiet: the signal to noise ratio of the microphone channel, from input to console output, is better than 70 dB with -50 dBm input and +4 dBm output, or better than 90 dB referenced to maximum output. Distortion is extremely low, as well. At the full output level of +24 dBm into 600 ohms, the THD of both Program and Audition channels is less than 0.25% over the range of 30 Hz to 15 kHz; at normal +4 or +8 dBm operating level, the THD is typically less than 0.02%.

Three different types of attenuators are available to fit individual station requirements and budgets. Models 1651 (5-mixer) and 1681 (8-mixer) are fitted with smooth, reliable conductive plastic rotary attenuators. Models 1652 and 1682 utilize Shallco precision stepped rotary attenuators, which have been field-proven for many years. Models 1653 and 1683 feature the latest Penny & Giles straight-line attenuators which are internally protected against contaminants. Replacement attenuators are available in case of need.

Each mixer position has two inputs selectable with a rocker switch. In addition, two banks of four pushbutton switches may be connected to any mixer input for use with additional sources such as remote or network feeds. For maximum reliability and long life, all audio switch contacts are gold filled.

All channel On/Off switching is performed by reliable, noise-free FET switches activated by illuminated push buttons. These push buttons have extra switch contacts which may be used for activating cartridge machines, turntables or similar equipment.

The 1650 Series consoles are supplied with one monaural, transformer isolated microphone input preamplifier and four stereo line input preamplifiers; the 1680 Series units come with one microphone preamplifier and seven line preamplifiers. All preamplifiers are interchangeable in all positions, so that additional microphone preamplifiers may be substituted and installed in any mixer position.

The console line inputs can accept nominal +4 dB or +8 dB professional sources, and internal gain trims on each line input amplifier allow connection of audio equipment with nominal output levels of -10 dB without upsetting the overall gain structure of the console. The line inputs feature active balanced inputs which, unlike other so-called "balanced" differential inputs, are AC-referenced to ground. Optional line input transformers are available if required.

The Program and Audition outputs are identical, and include output transformers. A front panel transfer switch allows the exchange of Program and Audition outputs in the unlikely event of a program amplifier failure.

Monitoring the audio with the UREI consoles is simple, yet flexible. A four-position pushbutton selector connects Program, Audition, Air or an external input to an internal 8 W stereo power amplifier. Three pairs of speaker outputs are available, each pair with its own mute circuitry. A line level output is available for a larger external amplifier. Another four-position selector sends Program, Audition, Air or Cue to an internal 1 W headphone amplifier and two stereo phone jacks, one on either end of the console front edge, so that operator personal preferences can be accomodated. A cue loudspeaker with its own 1 W amplifier is built in and is automatically muted whenever Mute Buss 1 is activated; an external cue speaker may be used if desired. Two illuminated VU meters can be switched to either Program or Audition outputs and may be internally adjusted to read 0 VU from 0 to +10 dBm.

The UREI consoles have extraordinary mute flexibility. There are three independent muting busses, and each mixer position may be configured to operate any or all of the busses. Each of the busses may drive one of the three mute relays, and each of these relays has a spare SPST contact for activating external low-current indicator lamps or relays. Mute Buss 1 electronically mutes the cue amplifier and speaker, but does not affect the cue feed in the headphone output.

The UREI Model 1101 Stereo Phono Preamplifier is available as an optional accessory for the Series 1650 and 1680 Broadcast Consoles. This top-quality preamp takes its power from the console and is designed for mounting close to the turntable, to avoid problems with hum and RF pickup from long, unbalanced Hi-Z phono wiring. The Model 1101's frequency response is within ±0.5 dB of RIAA/NAB/IEC specifications, and includes the latest recommended infrasonic rolloff. To accomodate individual differences in phono cartridges, trimmers are provided to adjust the response up to ± 5 dB at 50 Hz and 10 kHz. The 1101 is quiet, too: noise is 70 dB below a 10 mV input at 1 kHz (15.7 kHz noise bandwidth).

Installation of the UREI consoles is quick and easy, thanks to barrier strips with clear, easy to read designations, internal troughs for convenient cable routing and mechanical tie points adjacent to the wire entry holes for strain relief of the wiring. No special tools are required. RF interference problems are minimal, thanks to "Buss in a Box"™ internal construction -- all sensitive runs are in shielded housings and extensive use of ground planes on the circuit boards keep RF out of the audio. To add that finishing touch, an optional plexiglass copy stand fits over the meter housing to eliminate the need for do-it-yourself carpentry.

The Series 1650 and 1680 consoles are designed to last and to keep looking good as well. Highest quality electronic components, heavy-duty fiberglass circuit boards, and extensive testing of individual subassemblies as well as complete systems assure that the UREI consoles, like all other UREI products, will work when they are first powered up and will continue to work for thousands of hours. Heavy steel and aluminum construction will stand up to hard use, and durable finish with plastic overlays allow marks on the console surface to be easily cleaned. Maintenance is quick and easy, as well. Both the meter box and the front panel are hinged to allow rapid access to all interior circuitry, and silkscreened circuit boards allow quick component identification. All integrated circuits are socketed, and a spares kit is available for convenience.

1.2 ELECTRICAL SPECIFICATIONS

Models 1651 & 1681 feature rotary conductive plastic attenuators;
Models 1652 & 1682 feature Shallco precision rotary attenuators;
Models 1653 & 1683 feature Penny & Giles straight line attenuators.

INPUTS:

	1650 Series	1680 Series
Mixers	5	8
Inputs per Mixer	2 (plus two 4-position input selector banks assignable to any input positions)	2
Preamplifiers Supplied		
Microphone	1 (monaural)	1 (monaural)
Line	4 (stereo)	7 (stereo)
	(mic or line preamplifiers may be placed in any mix position.)	
Input Impedance		
Microphone	Bridging for 150 ohm source, transformer isolated, symmetrical, floating.	
Line	10k ohm balanced, 5k ohm unbalanced differential amplifier; input transformer optional.	
Outputs		
Program	+24 dBm into 600 ohm load, transformer isolated, symmetrical, floating.	
Audition	Identical to Program Outputs.	
Monitor	8 W/channel into 8 ohm load.	
Headphone	1 W/channel into 4 ohm load.	
Cue	1 W into 8 ohms; built-in cue speaker.	
Frequency Response		
Program & Audition	±1 dB, 20 Hz - 20 kHz.	
Distortion		
Program & Audition	< 0.25% THD, 30 Hz - 15 kHz @ +24 dBm; Typically < 0.02% @ +4 dBm.	
Gain		
Mic In to Pgm Out	Nominal 54 dB with input mixer at -15 and master at "0" level mark; Maximum gain 79 dB ±1 dB.	
Line In to Pgm Out	Nominal unity gain with input mixer at -15 and master at 2 o'clock; Internal trim allows gain increase of up to 20 dB; Maximum gain 45 dB ±1 dB.	
Signal to Noise Ratio		
Program & Audition	Better than 70 dB below +4 dBm output with -50 dBm microphone input; equivalent input noise better than -124 dBm, 15.7 kHz noise bandwidth.	

1.3 CONTROLS

Monitor	4-position pushbutton selector of Program, Audition, Air and External inputs; Air and Auxiliary inputs are 10k ohm balanced or 5k ohm unbalanced impedance with internal gain trims.
Headphone	4-position pushbutton selector of Program, Audition, Air and Cue inputs; 2 stereo 1/4 in. (6.3 mm) phone jack outputs on front edge of console.
Muting	3 independent muting busses; each mixer position may be independently assigned to any or all of the busses; each buss may drive one of the 3 mute relays. Cue output is electronically muted from Mute Buss 1. Each of the 3 relays has an extra SPST contact for activation of external low current indicator lights or relays.
Meters	2 (left and right); switchable to either Program or Audition outputs; sensitivity control in meter amplifier allows 0 VU to correspond to +4 or +8 dBm; back-lighted with long-life lamps operated at decreased voltage for extended service.
Output Transfer Switch	Allows immediate interchange of Program and Audition outputs in case of program amplifier failure.
Overload Indicator	LED on meter panel; flashes to indicate short duration peak signals which may not be indicated on VU meters but which may cause clipping of downstream devices such as STLs; threshold level internally adjustable.
Power Supply	Provides ±15 V DC for low-level audio circuits, ±14 V DC for power amplifier circuits, ±26 V DC for logic, lamps and relays; regulated ±15 V DC available on terminal strip for powering accessory Model 1101 Phono Preamplifiers.